

Electronic Form W-2 – MySLCC!

We are required by the IRS to furnish all employees with a Form W-2 for each calendar year. In the past, employees have received paper copies of their Form W-2. Employees now have the **option** of receiving their W-2 through the Employee Self Service system. If this option is selected, a paper Form W-2 will not be sent through the US Postal Service (USPS).

Please read this entire Notice before deciding whether to provide your consent to receive all future W-2 statements only in electronic format.

Benefits of Receiving Form W-2 Electronically:

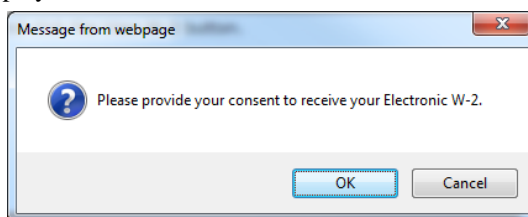
- Eliminates the possibility of an employee's Form W-2 being lost, stolen, delayed or misplaced by the US mail service or by the employee.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- If enrolled in the electronic W-2 program, the employee can reprint his/her W-2 copies as often as needed.
- Multiple levels of security, including the employee's user name and password, protect all information within the Employee Self Service System.

Disclosure Notices

- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 through the USPS.
- An employee's consent to receive his/her Form W-2 online will be valid for all subsequent tax years unless consent is revoked by the employee.
- If an employee does not consent, he/she will continue to receive a paper copy of the Form W-2 through the USPS.
- An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent by sending an email to payroll@slcc.edu. Future Form W-2's will be mailed; however, access to Form W-2 online will be prohibited, without consenting.

Consent

- The IRS has approved the use of electronic W-2 statements; however, employees must provide their **consent** to receive their W-2 in electronic format in lieu of paper form.
- If you wish to attain your W-2 statements in electronic format, follow the instructions given below:
 - Go to MySLCC
 - Enter User Name and Password. Click Login.
 - Select Employee Tab
 - Select Tax Forms under Employment Details
 - Select W-2 Year End Earnings Statement
 - Select a year (any year will do) and click Display
 - Click the OK button as displayed below:



- Read the Electronic W-2 Consent information carefully
- Check the box under selection criteria "*Consent to receive W-2 electronically*" and submit

For any additional questions, please contact the Payroll Office at (801) 957-4051, 4221, 4625 or 4589 or email us at payroll@slcc.edu.